

---

**MUCH WOOLTON CATHOLIC PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BOARD  
HELD AT 5:00<sup>PM</sup> ON WEDNESDAY 20<sup>th</sup> OCTOBER 2021 VIA ZOOM**

---

<b>Present:</b>	Matthew White (MW)	-	Executive Headteacher
	Howard Winik	-	LA Governor
	Emma Skyner-Andrews	-	Parent Governor & Co-Chair
	Anna-Marie Brown	-	Parent Governor
	Helen Bradshawe	-	Foundation Governor
	James Carson	-	Foundation Governor
	Carol Chapman	-	Foundation Governor & Co-Chair
	Mary Monkhouse	-	Foundation Governor
<b>Also, Present:</b>	Marie Wilson (MWi)	-	Acting Head of School
	Julie Burke	-	Finance Officer
	Paula Regan	-	Acting Deputy Head of School
	Jo Richardson	-	Clerk

Items	Discussion	Action
<b>21/24</b>	<b>WELCOME AND OPENING PRAYER</b>	
	The Chair welcomed everyone to the meeting and the meeting opened with a prayer.  Catherine Higgins had resigned from her role as Foundation Governor. C Chapman read Cath's letter of resignation to governors and noted Cath would like to support the school in an Associate Governor capacity.  Governors AGREED for Catherine Higgins to move to an Associate Governor role.	
<b>21/25</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies received and accepted from Andrew Simpson, Alex Hughes and Patricia Davies.	
<b>21/26</b>	<b>ELECTION OF CHAIR</b>	
	<b>Chair:</b> Carol Chapman and Emma Skyner-Andrews were proposed and seconded. There being no other nominations, Carol Chapman and Emma Skyner-Andrews were elected as Co-Chairs for the ensuing year.	
<b>21/27</b>	<b>DECLARATION OF PECUNIARY INTERESTS</b>	
	Governors were reminded to update the annual declaration of interest forms within their personal profiles on GovernorHub.  There were no declarations for this meeting.	All
<b>21/28</b>	<b>SBM REPORT incl FINANCE AND RESOURCES</b>	
	Julie Burke presented the Financial Summary and Budget Narrative Report dated 12 <sup>th</sup> October 2021 and the 3 Year Projected Budget to governors. The key points were as follows:	

	<p>i) The financial summary report represented the amended budget to include the building plans for a new roof at an approximate cost of £350k of which school would contribute 10%.</p> <p>ii) <b>Governor challenge:</b> had the roof costs increased? <b>Response:</b> the original estimate was to replace only the top layer. Costings were being reviewed by the LA and it was hopeful costs could be reduced. The plan would then be to go to tender.</p> <p>iii) <b>Governor challenge:</b> was there any provision for increase in energy costs? <b>Response:</b> Energy costs were sourced through the LA and provision was made within the SLA.</p> <p>iv) The school was projecting positive cumulative balances each year which are slightly over the 10% contingency allowance.</p> <p>v) Pupil Premium funding had reduced to £52,455 based on 39 eligible pupils. This was based on the Oct 2020 census. The final allocation for deprivation, post-LAC and service children would be confirmed by the DfE in December.</p> <p>vi) Additional grants for schools of £106,179 included the summer term covid catch-up grant of £13,600.</p> <p>vii) The school led tutoring grant and covid recovering premium grant monies would be paid in 3 instalments over the academic year. The Autumn instalments had been received.</p> <p>viii) Additional grants included the PE grant of £8,154 which was the second instalment for 2020/21. It had been indicated the PE grant would continue for 2021/22.</p> <p>ix) Universal Infant Free School Meals (UIFSM) income of £74,064 had been included in the budget.</p> <p>x) All known staffing costs, incremental rises, performance review assumptions and known starters/leavers had been accounted for.</p> <p>xi) Staffing costs had reduced by £26,659 and the amendments were highlighted.</p> <p>xii) The school had forecast to receive £85,900 in school generated income. This was an increase of £10,668 for receipts for supply teacher insurance claims and contributions to visits.</p> <p>xiii) The school had budgeted £539,871 for chequebook expenditure. This was an increase of £82,139. The largest increase being building and maintenance for the new roof.</p> <p style="text-align: center;">Governors AGREED the revised Budget.</p>	
<b>21/29</b>	<b>DRA STATUTORY POLICIES</b>	
	<p>The following policies were available for governors to review on GovernorHub:</p> <ul style="list-style-type: none"> <li>• Admission Policy</li> <li>• Capability (Performance) Policy – Support Staff</li> <li>• CCTV Policy</li> <li>• Charging Policy</li> <li>• Child Protection Policy</li> <li>• Credit Card Policy</li> <li>• Data Protection Policy</li> <li>• Debt Recovery Policy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Dignity at Work Policy</li> <li>• Disciplinary Policy</li> <li>• Equality Policy</li> <li>• Governor Decision Planner 2021-22</li> <li>• Grievance Policy</li> <li>• Lettings Policy</li> <li>• Lockdown Policy</li> <li>• Minibus Policy</li> <li>• Staff Attendance Policy</li> <li>• Staff Wellbeing Policy</li> <li>• Teacher Appraisal Policy</li> <li>• Whistleblowing Policy</li> </ul> <p>The governing board formally resolved to approve and adopt the above policies.</p>	
<b>21/30</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>a) Accuracy</b> The minutes of the previous meeting held on 9<sup>th</sup> June 2021 were AGREED as a true record. The minutes would be signed by the Chair when next in school.</p> <p><b>b) Matters Arising</b> There were no matters arising.</p>	
<b>21/31</b>	<b>HEADTEACHER'S REPORT incl SAFEGUARDING</b>	
	<p>M White updated governors. The key points were as follows:</p> <ul style="list-style-type: none"> <li>i) Pupils on roll – 409. There were currently 6 spaces in Y6 which was a legacy from when the school was judged requiring improvement and numbers should rise to 415 next year.</li> <li>ii) PP pupils - 47</li> <li>iii) SEN pupils – 35</li> <li>iv) Staffing was highlighted and the recruitment process had started to replace two staff on MAT leave. There was still a vacancy in the kitchen. Supply teaching staff were difficult to recruit and learning support staff absence had also provided staffing challenges.</li> <li>v) Attendance remained good. There was currently a high number of persistent absentees (PAs), and these pupils were being monitored closely.</li> <li>vi) Children and new staff had settled well in their new classes. Staggered play and lunchtimes, end of day procedures and in-class routines had remained in place as these had worked well during lockdown.</li> <li>vii) Extracurricular activities had returned as well as competitive sport.</li> <li>viii) Catch up funding continued to support pupils, particularly in KS2. Additional classroom support was bespoke to the learner's needs.</li> <li>ix) Year 5 recently attended Plas Caerdoen in Snowdonia for their residential week, and this had been a fantastic experience for</li> </ul>	

	<p>both pupils and staff. Plans were in place for next year's ski trip in Italy with 36 pupils attending and 4 staff.</p> <p>x) SEN highlighted an increasing number of EHCP applications and children applying to school with existing EHCPs. The additional workload was noted.</p> <p>xi) Governors were reminded to check GovernorHub for training opportunities and to also check the school website.</p> <p>xii) School had achieved The Liverpool Healthy Schools Bronze Award.</p> <p>xiii) Premises – costings to replace the infant an admin building roof in the sum of £350k had been submitted to the LA.</p> <p>xiv) Academisation – a new Director of Education for the Archdiocese had been appointed to start in January and it was expected the vision for the structure of education within the Archdiocese would be shared at this time. Governors would be kept updated.</p> <p>xv) The Safeguarding Termly report was shared with governors. Arising from the report:</p> <ul style="list-style-type: none"> <li>- 6 x EHATs with school leading on all 6</li> <li>- 1 x case open to a Family Support Worker</li> <li>- 3 x LAC</li> <li>- 5 x Operation encompass notifications</li> </ul> <p>Governors thanked M White for his report.</p>	
<b>21/32</b>	<b>CURRICULUM</b>	
	<p>Marie Wilson provided an overview. The key points were as follows:</p> <p>i) It was important to ensure the medium term plans had progression of skills.</p> <p>ii) The Maestro Curriculum was discussed including whether it was value for money and did it meet the needs of the children.</p> <p>iii) Links with St Barnabas Primary School, Warrington highlighted they used the full Maestro Curriculum, however Much Woolton were interested in the light version.</p> <p>iv) <b>Governor challenge:</b> what were the cost differences to using the full or light version of the maestro curriculum? <b>Response:</b> a meeting had been planned to discuss the costs and governors would be updated further.</p> <p>v) Staff meetings with St Ambrose were planned to map out the medium-term plans for all foundation subjects.</p> <p>vi) It was noted medium term plans were in place, but they required more depth, ie historical knowledge.</p> <p>vii) It was likely the Maestro light version would be sufficient for the school's needs, however, staff would need to see it working before deciding.</p> <p>viii) <b>Governor challenge:</b> did the Maestro curriculum include EYFS? <b>Response:</b> yes, it included EYFS to Year 6.</p>	
<b>21/33</b>	<b>DATA</b>	
	<p>Paula Regan provided an update. The key points were as follows:</p> <p>i) Year group baseline assessments were discussed.</p> <p>ii) Year 1 on track – Reading 64.5%, Writing 57.5%, Maths 63%</p> <p>iii) Year 2 on track – Reading 60%, Writing 54%, Maths 55%</p>	

	<p>iv) Year 6 on track – Reading 57% / 20% greater depth, Writing 67%, Maths 7%.</p> <p>v) Year 6 maths was highlighted as a concern. 50% of children were currently working below expected standard. Pupil progress meetings and interventions were in place and school were working closely with School Improvement Liverpool (SIL). It was noted the low Year 6 Maths scores were a trend across the city.</p> <p>vi) <b>Governor challenge:</b> parents may not have had the skill set to help with maths learning at home during lockdown. <b>Response:</b> SIL had recommended a maths app to provide children with daily practice and support. My maths also worked well and gave rewards.</p> <p>vii) A discussion ensued around booster classes.</p> <p>viii) It was noted children that were significantly below the expected standard were low prior to covid.</p> <p>ix) PP lunchtime catch up groups were in place. However, it was noted some parents had not agreed to their children joining these groups.</p> <p>x) <b>Governor challenge:</b> could you look to recruit parent helpers? <b>Response:</b> yes, school already had 1 parent helper. School could send a parentmail asking for further volunteers to carry out daily reading which would help teachers,</p> <p>xi) Governors were informed all data was available to view in school if they wished to scrutinise data further.</p>	
<b>21/34</b>	<b>DATES FOR THIS YEAR</b>	
	<p>Full Governing Board Meeting – Wednesday 23 March 2022</p> <p>Full Governing Board Meeting – Wednesday 6 July 2022</p>	
<b>21/35</b>	<b>ACADEMIC YEAR 2022-23 DATES</b>	
	<p>The academic year 2022-23 dates were shared with governors. These dates had been set by the LA.</p> <p>It was noted the Queen’s Platinum Bank Holiday had been agreed as Monday 6<sup>th</sup> June.</p>	
<b>21/36</b>	<b>EXECUTIVE HEADTEACHER SECONDMENT TO ST AMBROSE</b>	
	<p><i>Marie Wilson and Paula Regan left the meeting</i></p> <p><i>See confidential extract to these minutes.</i></p>	
<b>21/37</b>	<b>ANY OTHER BUSINESS</b>	
	There were no items for any other business.	
<b>21/38</b>	<b>CLOSING PRAYER</b>	
	The meeting closed with a prayer.	
	There being no other business the meeting closed at 6:50pm	